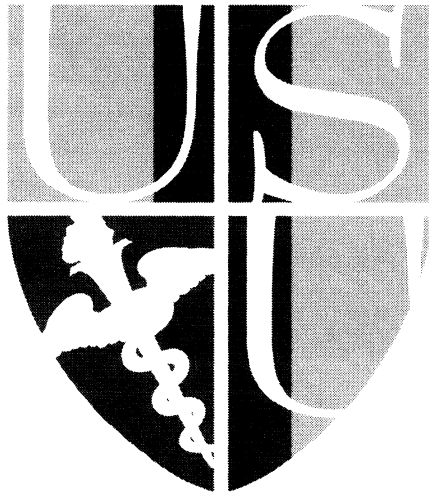


**USUHS
INSTRUCTION
1432**

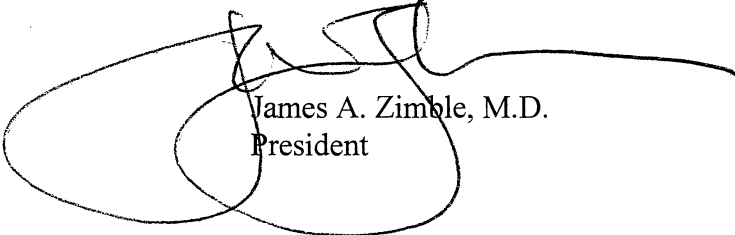




USUHS



DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-1432 Ch-4 (CHR)	DATE AUG 29 2000
ATTACHMENTS Enclosure 2 - Attachment	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following pen and page changes to USUHS Instruction 1432, have been authorized.</p> <p><u>Pen Change</u></p> <p>Page 18, Enclosure 2, after last paragraph add: "Attachment: Procedures for USUHS Distinguished and Exceptional Service Awards."</p> <p><u>Page Change</u></p> <p>Insert after page 18, Enclosure 2, Attachment.</p> <p><u>Effective Date</u></p> <p>The above change is effective immediately.</p> <div style="text-align: center;"> James A. Zimble, M.D. President</div>	

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

**PROCEDURES FOR USUHS DISTINGUISHED AND EXCEPTIONAL
SERVICE AWARDS**

Step 1: The Nominating Department, **60 days prior** to the next Board of Regents (BOR) meeting, will:

- a. Submit a nomination form, USUHS Form 1416, "USUHS Civilian Incentive Award Nomination Form" with the appropriate signatures and requested information;
- b. Submit a narrative justification describing how the individual has distinguished him or herself through service. The narrative should be no more than 250 words; and
- c. Forward the nomination to the BOR Executive Secretary.

Step 2: The Board of Regents Executive Secretary will:

- a. Review nomination(s) for appropriate signatures and required documentation;
- b. Log in nomination(s) on the BOR Awards Tracking Log Sheet;
- c. Place nomination(s) in a BOR Awards transmittal folder with a cover sheet; and
- d. Forward to the USUHS Policy Committee on Names and Honors.

Step 3: The Policy Committee on Names and Honors will:

- a. Review nomination justification, level of award requested, and nominee award history; and
- b. Sign the cover sheet and forward the recommendation to the BOR Executive Secretary for further action.

Step 4: The Board of Regents Executive Secretary will:

- a. If approved by the Names and Honors Committee, forward the nomination to the President, USUHS for signature and produce a formal citation; or
- b. If disapproved by the Names and Honors Committee, resolve concerns with the nominating department.

Step 5: The President, USUHS will:

- a. Approve/Disapprove Names and Honors Committee recommendation(s);
- b. Sign USUHS Form 1416; and
- c. Return nomination(s) to the BOR Executive Secretary.

Step 6: The Board of Regents Executive Secretary will:

- a. Schedule nomination(s) for consideration at the next BOR Meeting; and
- b. Place nomination(s) in BOR notebook.

Step 7: The Board of Regents will:

- a. Review the nomination(s);
- b. If approved, sign USUHS Form 1416 and the citation, and return to the BOR Executive Secretary; or
- c. If disapproved, return the nomination(s) to the BOR Executive Secretary for further action.

Enclosure 2
Attachment

Step 8: The Board of Regents Executive Secretary will:

- a. Make a copy of approved and signed nomination(s) and citation(s) for BOR Award Tracking File;
- b. Provide a report to Civilian Human Resources (CHR) of awards given; and
- c. Notify nominating Department of BOR action and provide signed citation.

Step 9: The Nominating Department will:

- a. Submit the signed citation to the Audio Visual Center for framing; and
- b. Present the award to the nominee after framing is complete. Arrangements can be made to present the award at a BOR meeting.

Step 10: The Audio Visual Center will:

- a. Frame the signed citation with the appropriate medal;
- b. Provide the framed citation, medal, and pin box to the nominating department;
- c. Charge CHR for services on these awards; and
- d. Notify CHR for re-ordering of supplies of frames and medals.

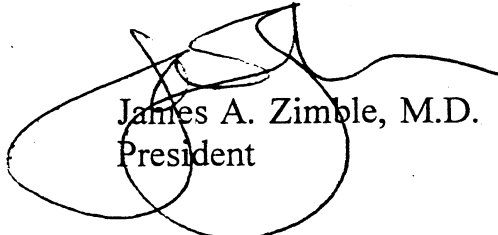
Step 11: Civilian Human Resources will:

- a. Order frames and medals as necessary; and
- b. Maintain file of report from BOR Executive Secretary of awards given.



USUHS

DIRECTIVE SYSTEM TRANSMITTAL

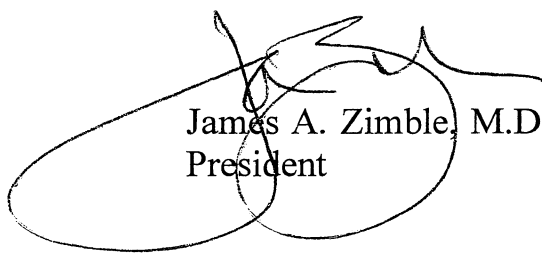
NUMBER USUHS I-1409 (CHR)	DATE JUL 12 1995
ATTACHMENTS None	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p><u>Cancellation</u></p> <p>USUHS Instruction 1409, "Quality Salary Increases for Employees Subject to the Classification Act of 1949," dated June 22, 1982 is hereby cancelled. This Instruction is incorporated in USUHS Instruction 1432, "Awards Program."</p> <p><u>Effective Date</u></p> <p>This cancellation is effective immediately.</p> <div style="text-align: center;"> James A. Zimble, M.D. President</div>	



USUHS



DIRECTIVE SYSTEM TRANSMITTAL

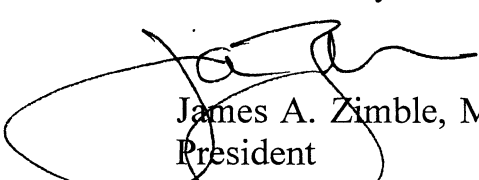
NUMBER USUHS I-1432 Ch-2 (CHR)	DATE APR 25 1995
ATTACHMENTS Enclosure 6	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following page change to USUHS Instruction 1432, has been authorized.</p> <p><u>Page Change</u></p> <p>Insert new Enclosure 6.</p> <p><u>Effective Date</u></p> <p>The above change is effective immediately.</p> <div style="text-align: center;"> James A. Zimble, M.D. President</div>	



USUHS



DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-1432 (Ch-1)	DATE AUG 22 1994
ATTACHMENTS None	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following pen changes to USUHS Instruction 1432, "Awards Program," dated January 25, 1994 have been authorized.</p> <p><u>Pen Changes</u></p> <p>Page 1, paragraph A., first sentence, change to read: "This Instruction supersedes USUHS Instruction 1432^a, 1433^b, and 1409^c." Page 1, paragraph C., line 9, change superscript c to d.</p> <p>Enclosure 1, add: "(c) USUHS Instruction 1409, 'Quality Salary Increases for Employees Subject to the Classification Act of 1949,' June 22, 1982 (hereby cancelled)." Enclosure 1, change references (c) to (d) and (d) to (e).</p> <p>Enclosure 2, page 9, paragraph G.2., line 10, change superscript c to d. Enclosure 2, page 10, paragraph I.2., line 4, change superscript d to e.</p> <p><u>Effective Date</u></p> <p>The above changes are effective immediately.</p> <p style="text-align: center;"> James A. Zimble, M.D. President</p>	

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Awards Program

Instruction 1432

(CHR)

JAN 25 1994

ABSTRACT

This Instruction implements Office of Personnel Management requirements for a USUHS Incentive Awards Program. Each agency is required to design an awards program to motivate employees to increase productivity and creativity, by rewarding those whose job performance, and implemented ideas benefit the Federal Government, and are substantially above normal job requirements and performance standards.

A. Reissuance and Purpose. This Instruction supersedes USUHS Instructions 1432^a and 1433^b. Information regarding Incentive Awards has been expanded and revised to provide comprehensive guidance to USUHS employees and managers.

B. References. *See Enclosure 1.*

C. Applicability. The provisions of this Instruction are applicable to all civilian employees of USUHS. Cash awards specific to Administratively Determined (AD) employees are covered under USUHS Instruction 1412, "Pay Policy for Administratively Determined Employees^c." Military

personnel are eligible to receive awards under the Suggestion and Invention awards provision of this Instruction. Senior Executive Service (SES) members are eligible to receive SES rank awards, stipends, and awards for suggestions, inventions, and honorary awards (unless specifically excluded) but are ineligible for other cash awards under the provisions of this Instruction.

D. Policy.

1. The USUHS Awards Program is established to encourage the participation of covered USUHS civilian and military personnel, in improving Government operations by recognizing eligible employees,

individually or in groups, for contributions which improve the efficiency, economy, and productivity of Government operations above those normally expected.

2. Participation in the USUHS Incentive Awards Program will be encouraged by all levels of management, and will be coordinated to the fullest extent practicable with management improvement, cost reduction, work simplification, health and safety, and with civilian personnel actions dealing with performance appraisal, career development, and promotions.

3. USUHS awards for which the President, USUHS is the approving official are approved once they have been signed by the President.

4. Letters of appreciation are not considered awards in this Instruction, and are not filed in the employee's Official Personnel Folder (OPF).

5. Awards under this Instruction will not be made to personnel, civilian or military, for satisfactory performance of assigned duties or for contributions which reasonably may be considered to be within the scope of those duties.

6. Criteria for a particular award

must be met in order for the nominee to be eligible for consideration.

7. Acceptance of a monetary award under this Instruction constitutes an agreement that the Government's use of the idea, method, or device for which the award is paid does not form the basis of a further claim against the Government.

8. The President may authorize variances to this Instruction for organizations that report to him.

E. Responsibilities.

1. The Board Of Regents (BOR) shall review and approve or disapprove recommendations for the USUHS Distinguished Service Award and the USUHS Exceptional Service Award.

2. The President, USUHS shall:

a. Allow a percentage of each major organization's salary and expense budget to be allocated to fund the awards program during each fiscal year.

b. Establish and appoint five (5) voting members (including a chairperson) to serve on the USUHS Incentive Awards Review Board (IARB). Representatives from the Equal Employment Office (EEO) and Financial Management must

serve as voting members. The Incentive Awards Coordinator (Workforce Relations Division (WFR), Civilian Human Resource Management Directorate (CHR)), will serve as a technical advisor and non-voting member.

c. Review and approve or disapprove recommendations for the following awards:

(1) USUHS Memento to Distinguished Visitors.

(2) Certificate of Appreciation.

(3) Monetary awards in excess of \$1,000 but no more than \$10,000.

(4) USUHS Equal Opportunity Achievement Award.

d. Submit recommendations for the following awards which require higher level approval to the BOR, Assistant Secretary of Defense (ASD) Personnel & Readiness (P&R) and the Office of Personnel Management (OPM) accordingly:

(1) USUHS Distinguished Service Award and USUHS Exceptional Service Award (BOR).

(2) Presidential Award for Distinguished Civilian Federal Service, DoD Distinguished Civilian Service Award and Secretary of Defense Meritorious Civilian Service Award (BOR and ASD(P&R)).

(3) Monetary awards in excess of \$10,000 (BOR, ASD(FM&P) and OPM).

3. The Vice President for Administration and Management shall:

a. Monitor the operation of the awards program to ensure uniformity of policy, action, and coordination with related programs.

b. Recommend procedures, guides, and standards that will foster expeditious functioning and increased interest and participation in the program.

c. Review and approve or disapprove award recommendations covered by this Instruction up to \$1,000.

4. Department Chairs and Activity Heads shall:

a. Monitor the award pool for their department in accordance with the annual percentage designated by the President, USUHS.

b. Ensure that supervisors identify individuals or groups deserving award consideration and submit award recommendations.

c. Prohibit the discussion of nominations for awards prior to action by the appropriate approving authority.

d. Forward recommendations for awards to the Director, CHR.

e. Present honorary awards to employees ensuring maximum publicity within the department.

5. Managers and Supervisors shall:

a. Allocate and manage awards funds to meet the mission objectives within their individual organizations.

b. Monitor and manage grant funds available for awards for employees who are paid from extramural funds.

c. Recognize employees whose accomplishments achieved through suggestions, inventions, or special acts or services have improved Government efficiency, economy, and effectiveness by recommending appropriate awards.

d. Encourage employees to participate in the Awards Program through suggestions, inventions, etc.

e. Promptly evaluate, or refer for evaluation, employee suggestions.

f. Promptly implement suggestions which have been adopted.

g. Ensure that awards recommended and approved are commensurate with the value of the contributions to USUHS and/or Government.

h. Ensure that recommendations for awards are not discussed with nominees prior to approval.

6. The Director, CHR shall:

a. Provide adequate staff support and services for administering, monitoring, and

evaluating the awards program in accordance with this Instruction.

b. Issue policy and procedural guidance and changes, as necessary, for effective implementation of the program.

c. Ensure that changes in policies and procedures related to this program are properly communicated to USUHS employees.

d. Provide appropriate training and information to supervisors and employees on the program.

e. Establish methods and procedures to periodically evaluate the effectiveness of the program, conduct evaluations accordingly and implement improvements in the program as necessary.

f. Ensure that the approved awards are properly and timely processed in accordance with the established policies and procedures.

g. Forward appropriate recommendations on a monthly basis (or as necessary) through the IARB to the President, USUHS for approval/disapproval.

h. Ensure the notification of department chairs and activity heads when recommendations are approved or disapproved.

i. Ensure the maintenance of records and the preparation of required reports.

j. Manage the USUHS suggestion award program.

k. Monitor the awards programs to ensure compliance with procedures/requirements outlined in this Instruction.

7. IARB shall:

a. Recommend annually to the President, USUHS the percentage of each organization's salary and expense budget to be allocated to fund the awards program.

b. Review and recommend to the President, USUHS the disposition of award recommendations over \$1,000.

c. Review and recommend to the President, USUHS the disposition of honorary award recommendations.

d. Review and evaluate program results, establish program goals and objectives, and recommend policy changes.

e. At a minimum, this Committee will meet once a month. However, when necessary, the Chair may convene additional meetings to discuss incoming awards prior to the next regularly scheduled meeting.

8. Financial Management shall review and annotate the availability of funds on all USUHS Form 1416s, "Civilian Incentive Award Nomination" form, where monetary awards have been requested prior to forwarding to CHR.

9. Quarterly/Yearly Junior and Senior Employees Awards Review Committee shall:

a. Consist of one representative each from the Chairpersons of the Basic Science Departments and the Clinical Science Departments, the Vice President for University Affairs, Vice President for Administration & Management, Vice President for Resource Management, Assistant Dean for Teaching and Research Support and the current Junior and Senior Employee of the Year (voting members). The Director, CHR or his designee, will serve as the Recorder and be a non-voting member.

b. Elect a chairperson by majority vote.

c. Convene quarterly at the call of the Chairperson, but no later than March 20, June 20, September 20, or December 20 annually. The Committee, during its deliberations, may elect to consider all nominees equally or, in the case of large numbers of nominations, may decide to rank the nominations and give final consideration only to those nominees ranked highest. The Committee may, at its discretion, interview employees under final consideration for the awards.

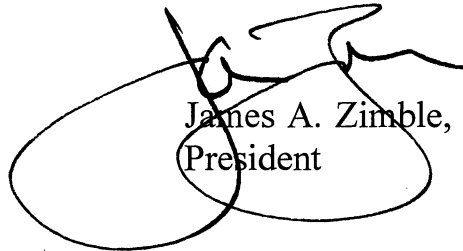
d. Establish a fair and equitable written system to select one nominee for each of the

awards. The Chairperson will insure that the selection process is fair, equitable and consistent.

e. Convene at the call of the Chairperson no later than January 15 to discuss the Junior & Senior Employees of the Quarter awards and to consider the continuing eligibility of the previous year's Junior and Senior Employees of the Quarter for the Employee of the Year. The committee, at its discretion, may interview each of the candidates still eligible for the awards.

F. Procedures. Procedures that implement the Incentive Awards Program are in *Enclosure 2*.

G. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Procedures
3. Award Scale for Tangible Benefits
4. Award Scale for Intangible Benefits
5. Optional Form 303, "Employee Suggestion Form"
6. USUHS Form 1416, "Civilian Incentive Award Nomination Form"
7. Time-Off Award Nomination Form
8. Time-Off Awards Scale for a Single Contribution
9. Junior and Senior Employees of the Quarter Nomination Form

REFERENCES

- (a) USUHS Instruction 1432,
"Incentive Awards Program,"
February 13, 1990 (hereby
cancelled)
- (b) USUHS Instruction 1433,
"Civilian Award Program," July
18, 1990 (hereby cancelled)
- (c) USUHS Instruction 1412, "Pay
Policy for Administratively
Determined (AD) Employees,"
April 26, 1993
- (d) Section 2105 of title 5, United
States Code

PROCEDURES

A. Superior Accomplishment Award.

1. Description of Award. A superior accomplishment award is a monetary or honorary award recognizing an employee's contribution, which resulted in either tangible or intangible benefits to USUHS, or to the Federal Government. A superior accomplishment award may be granted for contributions made as a suggestion, an invention or a special act or service in the public interest, connected with or related to official employment, which contributes to the efficiency, economy, or other improvement of government operations, or which achieves a significant reduction in paperwork.

2. Relationship to Performance Awards. A superior accomplishment award may be granted alone or in addition to a performance award under the Performance Management System (PMS) or the Faculty Performance Management System.

3. Relationship to Other Personnel Actions. Superior accomplishment awards will not be used as substitutes for other personnel actions or as substitutes for pay.

4. Crediting Awards Under Merit Promotion. Superior accomplishment awards will be credited when evaluating candidates under merit promotion procedures. However, they should not be confused with monetary recognition for performance (such as performance awards, QSI, merit increases, et cetera).

5. The Granting of a Superior Accomplishment Award based on a special act or service does not affect an employee's eligibility for a QSI if the criteria for that award are met.

6. For an employee to receive a Superior Accomplishment Award, the contribution must have been made while the prospective awardee was a Federal employee, must be supported by written justification separate from the employee's rating of record, and must be approved by the appropriate approving authority depending on the amount of the recommended award.

B. Suggestion Award.

1. Description of Award: An award for an adopted suggestion in the form of a cash award and/or certificate.

2. Eligibility. All USUHS civilian and military employees are eligible to receive suggestion awards. Former employees or the estates of deceased employees are eligible to receive awards for contributions made by such persons while employed by USUHS.

3. Criteria. An employee's suggestion should propose a significant improvement which is not already under consideration and would not otherwise be effected. It must not merely identify a need for improvement but must set forth a specific proposed course of action. An employee may submit a suggestion to the CHR for improvement/inauguration of any process or program which may be of benefit to USUHS, or to any part or program of the Federal Government. An employee's suggestion may propose a significant improvement that is within the scope of the employee's job, i.e., a part of his/her officially assigned duties. However, the benefits of the suggestion must equal or exceed the annual salary rate of the suggester. This restriction does not apply to suggestions outside the scope of the employee's job.

4. The following functions are not handled through the suggestion

system, but will be forwarded for consideration to the organization which has responsibility for the function involved:

- a. Suggested routine maintenance work;
- b. Recommended enforcement of existing rules;
- c. Proposed changes in housekeeping practices or working conditions related to productivity;
- d. Errors or violations in regulations.

5. Suggestions for improvement of contractor-purchased materials or services may receive awards if the improvement results in benefit to the Government. Such suggestions must be submitted through Government suggestion channels so the Government may propose the improvement to the contractor. Awards are not paid based upon benefits to the contractor.

6. Cash awards may be granted to individuals or groups of employees, based on tangible monetary savings or intangible benefits to the Government, or both.

7. A cash award for tangible benefits will normally be based on an estimate of the first year dollar savings or benefits. If the tangible benefits/savings in the first year

following implementation are not representative of the benefits to the Government, the benefits/savings during the second or third year following implementation or an average of several years following implementation may be used. (*Enclosure 3* provides guidance on monetary awards to be granted based on tangible benefits).

8. When there are substantial nonrecurring costs in adopting a contribution which will be useful for a number of years and when the amount of the award would be inadequate if based on the net first-year benefits, the award may be based on an average of the estimated net benefits over a number of years. The justification for this procedure will be included in the record.

9. Awards based on intangible benefits or savings require the contribution to be weighted in terms of its impact on the department, its value to the department, whether its value reaches beyond the department originally benefiting, and other factors. (*Enclosure 4* provides guidance on monetary awards to be granted based on intangible benefits or savings).

10. Award scales provide guidance for the maximum amount of an

award which may be authorized, subject to consideration of all other relevant factors. Exceptions to this rule, or exceeding the amounts listed, will be granted only by the President, USUHS. When such exceptions are made, the reasons will be fully documented in the record. The total of a group award will not exceed the amount authorized for that type of award made to one individual.

11. An employee's adopted suggestion or idea must be placed into effect before an award is issued. An employee's ideas that have been adopted and not submitted first as a suggestion must be submitted within six months after implementation through the suggestion program to be eligible to receive a cash award. Exceptions to these time limits may be approved by the President, USUHS.

12. Monetary awards for military personnel are for beneficial suggestions to improve the efficacy or efficiency of the University or the Federal government.

13. Suggestion Procedures.

a. Suggestions will be submitted on Office of Personnel Management Optional Form (OP Form) 303 (*see Enclosure 5*) or via

E-Mail to the Suggestion Program Coordinator, Workforce Relations Division, CHR. When submitting a suggestion via E-Mail, employees should remember to include all of the pertinent information requested on OPM Form 303. To access the Suggestion Mail Box, type \$Mail Mail>Send

To: Suggest

Subject: "Title of Suggestion."

b. The suggestion will be assigned a suggestion number and an acknowledgment will be sent to the suggester immediately. This notice will inform the suggester that the suggestion has been received, that it has been forwarded for evaluation, and give an estimated time for the evaluation process to be completed.

c. The suggestion will be forwarded to the appropriate evaluator, based on subject matter, with appropriate evaluation guidance attached. The Suggestion Program Coordinator, CHR will assure timely evaluation and will keep the suggester informed of the status of the suggestion.

d. Using the table of values for tangible and intangible benefits, the evaluator may recommend an appropriate award for adopted suggestions. The evaluator's immediate or higher supervisor may concur, or approve a greater or lesser

award amount. Awards of \$1,000 or less will be approved by the Vice President for Administration and Management. Awards for more than \$1,000 but less than \$10,000 will be forwarded to the IARB for recommendation of approval/disapproval prior to submission to the President, USUHS.

e. Recommendations by the President, USUHS, for approval of civilian awards in excess of \$10,000 will be forwarded to the Assistant Secretary of Defense (FM&P), ATTN: Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements) for consideration and transmittal to OPM for final action. The Secretary of Defense acts as the final approving authority for such awards for military members.

f. When a suggestion submitted to USUHS is considered to also apply to another DoD component, it will be forwarded by the Suggestion Program Coordinator to the Incentive Awards Committee of that component. Suggestions to be considered within the Office of the Secretary of Defense (OSD) will be forwarded by the Suggestion Program Coordinator to the office of primary responsibility within OSD. Suggestions determined to be of value to USUHS will be adopted, and awards will be paid based on

their value to USUHS without waiting for the results of the other DoD component's evaluation.

g. When USUHS adopts a suggestion received from another DoD component, the evaluator will determine the amount of the award. Approval level will be determined by the amount of award in accordance with the award tables for tangible and intangible benefits. The Suggestion Program Coordinator will return the suggestion with a letter stating it has been adopted, provide a USUHS fund citation if the amount of the award is \$100 or more, and request the submitting activity process the award check and present it to the employee. Awards of less than \$100 will be financed by the submitting DoD component.

h. Suggestions submitted by eligible USUHS personnel which are considered to apply to departments of the Federal government outside DoD will be forwarded by the Suggestion Program Coordinator to the other Federal agency headquarters for consideration. Suggestions submitted by other Federal agencies will be evaluated on the same basis and standards as used in the case of contributions submitted by employees of USUHS.

i. All suggestion awards, up to the maximum level delegated by law or regulation to the Agency, will be

signed by the President, USUHS. Notification of non-adoption of a suggestion will be signed by the Chief, Workforce Relations Division.

j. All suggesters will receive a suggestion recognizer for participation in the USUHS suggestion program.

C. Invention Award.

1. Description of Award: An award to an inventor or co-inventor in the form of a cash incentive or certificate.

2. Eligibility. All USUHS civilian and military employees are eligible to receive Invention Awards.

3. Criteria. Inventions by USUHS employees will be reviewed for scientific merit by the Patent Review Committee. Approved inventions will be awarded up to \$250. Once a patent covering the invention has been awarded, an additional award of up to \$500 will be authorized.

4. Awards for inventions are not authorized if a cash award has been paid for the same contribution as a suggestion; when the suggestion award has totaled less than the amounts above, however, the employee may be awarded the difference.

5. Procedures. Employees should contact the USUHS Office of General Counsel (OGC) for specific guidance on invention awards.

D. Special Act or Service Awards.

1. Description of Award: A certificate issued to civilian employees, together with a single, lump-sum cash incentive for an approved award.

2. Eligibility. All civilian employees employed at USUHS.

3. Criteria. A Special Act or Service Award may be appropriate if the following conditions are met:

a. The contribution is performed in connection with official employment and exceeds the employee's normal job requirements.

b. The contribution is of a one-time, nonrecurring nature which can be defined in terms of a specific time frame, the specific nature of assignment or contribution, the specific manner in which the act or service exceeded normal job requirements and contributed to the efficiency, economy, or improvement of Government operations, and the intangible benefits or tangible savings realized by the Government as a result of the special act or service performed.

c. The contribution involves a

heroic act which is in the public interest. If the act is related to the employee's assigned duties, it must manifest great courage and risk of personal safety above and beyond the call of duty.

d. The Special Act or Service Award is particularly appropriate to recognize short term accomplishments:

(1) In a regularly assigned position;

(2) During a detail;

(3) At the conclusion of a successful special project; or

(4) When performance or honorary awards are not appropriate.

e. The act or service to be recognized must not have served either wholly or in part as the basis for a previous monetary award.

4. Nominating Procedures.

a. Nominations should be submitted within 30 calendar days after the act, service, or scientific achievement to be recognized has occurred. Nominations should be submitted on USUHS Form 1416, "Civilian Incentive Awards Nomination Form" (*Enclosure 6*).

b. Nominations should include an original and two copies of the USUHS Form 1416, along with a proposed citation of not more than 25 words for the act or service being recognized. USUHS Form 1416

must be submitted through the Financial Management Directorate for verification of fund availability before forwarding to the CHR.

c. When the recommendation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed. Recommendations based on intangible benefits will identify the value of benefits and extent of application appropriate for the achievement to be recognized.

d. The recommending official will receive written notification of approval or disapproval and the effective date of the award.

E. Quality Step Increase (QSI).

1. Description of Award: An additional step increase and certificate issued.

2. Eligibility. Civilian employees in all GS grade levels are eligible to receive a QSI.

3. Criteria. QSI's are designed to reward employees whose current rating of record is at a Level 5, "Outstanding." Recommendations must be submitted within six months after the period for which the recommendation is made.

4. A QSI may not be granted to an employee who has already received a

QSI or a lump-sum performance award within the preceding 52 week period of service. The fifty-two week period will be calculated from the date on which the last QSI or Performance Award was granted.

5. The QSI will not change the effective date of the employee's normal within-grade increase except where receipt of a QSI places an employee in the fourth or seventh step of a grade, in these cases the grade for a regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule.

6. Nominating procedures.

a. QSI's will normally be initiated by the employee's immediate supervisor on USUHS Form 1416. The package must include a current, Outstanding performance appraisal, along with a proposed citation normally limited to one paragraph. The department chairperson/activity head, who normally acts as reviewer of the employee's performance rating, must concur with the recommendation of this award. Recommendations for QSI's must have the concurrence of the IARB.

b. Due to the long term impact of a QSI, the President, USUHS, has final approval authority for these

awards.

F. Performance Management System (PMS) Performance Awards.

1. Performance awards based on the ratings of record are intended to serve as a means of recognizing and encouraging superior performance. These awards are one-time, lump-sum cash payments that do not become part of the basic pay and consequently have no effect on retirement computation, amount of life insurance, or any other determination linked to basic pay.

2. Employees in both the competitive and the excepted services who are General Schedule (GS/GM) or who are prevailing rate (WG, WL, WS) employees who receive a summary rating of record of fully successful or higher in the most recent appraisal period are eligible to receive a performance award. Normally, an employee rated as fully successful for the current appraisal period will not receive an award.

3. Each decision to recommend a performance award must be approved by a supervisor one level higher than the nominator, except where the employee reports directly to the President, USUHS.

Approving authority for all performance awards for employees covered by this plan is dependent upon the amount of the award.

4. Recipients of performance awards will earn credit for those awards when being rated and ranked under the USUHS Merit Promotion and Placement Program.

5. In addition to the award parameters discussed above, rating and approving officials should consider the following criteria in determining award amounts:

- a. Nature, frequency, and level of complexity of assignments;
- b. Importance of the accomplishment to the University;
- c. Savings of time, manpower, cash, or other resources or a reduction of paperwork;
- d. Personal initiative, creativity, or resourcefulness;
- e. Employee's time in the position or at the current grade level if less than the full appraisal period;
- f. Availability of funds; and
- g. Relative standing of the employee among peers rated at the same level of performance.

6. Procedures.

a. Recommendations for performance awards will be made, in duplicate on USUHS Form 1416, at

the end of the performance appraisal period, in conjunction with the assignment of a rating of record. The completed form should be forwarded to the Workforce Relations Division, CHR.

Nominations should be submitted as soon as practical but not later than six months from the approval date of the annual rating.

b. The rating of record will serve as justification for a performance award.

c. For performance that is considered unusually outstanding, a monetary award which is higher than that given to someone with an outstanding, must be justified in writing. Additional criteria are:

(1) The employee's contributions or accomplishments are discernibly more significant than performance that would usually result in an outstanding rating of record.

(2) The employee's contributions or accomplishments have had (or will have) a favorable impact on the University as a whole, rather than being of principal benefit to the employee's immediate organization.

G. Faculty Performance Management System.

1. Employees whose pay is

administratively determined and who receive a summary rating of record of outstanding or highly successful in the most recent appraisal period are eligible to receive a performance award.

2. One-time, lump-sum cash payments that do not become part of basic pay and consequently have no effect on retirement computation, amount of life insurance, or any other determination linked to basic pay, may be awarded under the provisions found in USUHS Instruction No. 1412 dated 26 April 1993, D.2.c(1)^c.

H. On-The-Spot Awards.

1. Description of Award. On-The-Spot awards are monetary awards ranging from \$25 to \$250, commensurate with the nature of the service or act being recognized.

2. Eligibility: All civilian employees employed at USUHS.

3. Criteria. An On-The-Spot award is an incentive award designed to provide immediate feedback and a special "thanks" to employees who make an extra effort to perform their duties in an exemplary manner. In addition, the award is designed to recognize quickly one-time and short-term efforts by employees that

result in a service of an exceptionally high quality or quantity.

4. Nominating procedures.

a. Recommendations for On-the-Spot awards will be prepared on USUHS Form 1416. Justification should be brief (normally limited to one paragraph or less).

b. Send the original and one copy of the USUHS Form 1416 to CHR. The Director, CHR, serves as approving official for On-The-Spot awards.

c. Recommending officials will receive written notification of disapproval or approval and the effective date of the award.

I. Time-Off Awards.

1. Description of Award.

Employees are granted time-off without loss of pay or charge to leave in recognition of superior accomplishment or other personal efforts that contribute to the quality, efficiency, or economy of Government operations.

2. Eligibility. A time-off award may be granted to any Federal employee who meets the definition in 5 U.S.C. 2105^d and members of the Senior Executive Service. Employees covered under the AD pay plan are excluded from time-off

awards.

3. Criteria. The following are examples of employee's achievements that may be considered:

a. Making a high quality contribution involving a difficult or important project or assignment.

b. Displaying special initiative and skill in completing an assignment or project before the deadline.

c. Sustained high-level performance.

d. Ensuring that the mission of USUHS is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

e. Using initiative and creativity by suggesting or making improvements in a product, activity, program, or service.

f. Producing additional benefits to the Government as the result of especially effective and timely evaluation of an employee suggestion.

4. Procedures.

a. Immediate supervisors have authority to grant time-off awards without further review for periods not to exceed one workday. Department Chairperson/Activity

Heads have authority to grant time-off awards of up to 16 hours. The President, USUHS, must approve time-off awards in excess of 16 hours.

b. Time-Off awards must be scheduled so as not to adversely affect an employee who is in an annual leave "use or lose" situation. Immediate supervisors are provided the authority to schedule the use of a time-off award so that the organizational workload can be considered and productivity sustained.

c. In the event an employee becomes incapacitated during a period of time-off granted as an award, sick leave may be granted for the period of incapacitation.

d. Time and attendance sheets will be noted to reflect the earning and use of the time-off award.

e. Justification for all time-off awards, showing how the criteria have been met, must be submitted in the format provided (*Enclosure 7*) to the CHR for documentation of the employee's OPF.

f. The amount of time-off shall be documented on a "Notification of Personnel Action" (SF-50) which shall be retained in the employee's OPF. A SF-50 shall be issued for each time-off award at the time the award is granted.

g. Although time-off awards do

not involve an additional cash disbursement by the USUHS, time-off awards have a value to the organization in production time lost. Consequently, in granting and determining the length of time-off awards, supervisors should consider the benefits realized by the Government from an employee's contribution. A time-off award scale is attached at *Enclosure 8*.

h. While there is no specific restriction on the maximum cost of combined time-off and monetary awards, supervisors should remain sensitive to the perceptions that could arise from combining large time-off awards with substantial cash awards.

5. Relationship to other awards.

a. Time-off awards are not intended to replace existing cash or honorary awards. Rather, this recognition is integrated into the USUHS incentive awards program as another means of effectively encouraging and recognizing exceptional employee contributions that benefit the government.

b. Time-off awards may be used in combination with cash and/or honorary awards based on the same contribution.

c. Employees who received time-off awards may also be considered for other types of awards,

based on different accomplishments, bearing in mind the performance limitations.

6. Limitations on Time-off Awards.

a. The maximum amount of time-off which may be granted to a full-time employee during any one leave year is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time which may be granted during any calendar year is the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. The maximum amount of time-off which may be granted to a full-time employee for any single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for any single contribution is one-half the maximum amount of time that could be granted during the year.

c. Time-off granted as an award must be scheduled and used within one year after the award is made.

d. A time-off award does not convert to cash under any circumstances.

e. If the employee is transferring to another DoD activity or outside DoD, the time-off cannot be transferred and, in order to avoid the

loss of the time-off, the employee should be allowed to use the incentive prior to the transfer.

f. Time-off award balances cannot be transferred to approved leave recipients under the University's Voluntary Leave Transfer Program.

J. Honorary Awards.

1. An honorary award is a USUHS award given in recognition of exceptionally meritorious contributions which have a substantial impact on USUHS the Federal government, or the public. In addition, there are numerous honorary awards given by the President of the United States, the Secretary of Defense, and the Board of Regents.

2. Honorary recognition includes medals, certificates, or plaques which note the awardee's contributions. A cash award may be granted independently of, or as a supplement to, an honorary award.

3. A recommendation for an honorary award is appropriate for an employee in recognition of a specific achievement, an act of heroism or continued distinguished service. It is also intended to serve as an incentive to further accomplishment.

4. These awards may not be routinely given on an annual basis. These awards must be granted when contributors' achievements distinctly deserve recognition. Honorary awards should not be used simply as a means of thanking employees upon separating from USUHS.

5. Employees who have received performance awards during the year may also be nominated for honorary awards, if the significance of their achievement warrants USUHS-level recognition.

6. Managers and supervisors may nominate any USUHS employee for an honorary award, but the nominations must be approved by the nominee's immediate supervisor before being submitted for the approval process.

7. Nominating Procedures.

a. All nominations, excluding the Length of Service Award and Non-Government awards, will be submitted on USUHS Form 1416, "Civilian Incentive Award Nomination Form" to the Incentive Awards Review Board via the CHR for approval by the President, USUHS.

b. Award nominations should include a justification for the specific award requested. Award citations

cannot exceed 21 lines.

c. Award nominations must be submitted 35 days prior to the date of the award to allow for processing.

d. Departments will be charged the expense incurred for preparation and mounting of awards.

8. Types of Honorary Awards.

a. Presidential Award for Distinguished Federal Civilian Service. This award, consisting of a gold medal and citation, is granted by the President of the United States. It is the highest honor a civilian career employee can receive for extraordinary achievement in the Federal service. The award is granted annually to selected individuals whose achievements exemplify, to an exceptional degree, imagination, courage, and high ability in carrying out the mission of the Government. The award is given only to civilian career service employees, or to those whose Federal service, in the opinion of the Presidential Board, can be reasonably considered to be career service. Nominations will be submitted at the call of the President, USUHS.

b. DoD Distinguished Civilian Service Award. This award, consisting of a gold medal and citation, is signed by the Secretary of Defense. Six awards are granted annually to DoD civilian employees

for exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvements in the operation of DoD.

Recommendations are to be submitted by February 1 of each year through the President of USUHS.

c. Secretary of Defense Meritorious Civilian Service Award.

This award consists of a citation signed by the Secretary of Defense, a medal and a rosette. The award is given to civilian employees who have distinguished themselves by exceptionally meritorious service of major significance to DoD.

Narrative justification for the nomination must be submitted by the department chairperson or activity head at least thirty days prior to the anticipated date of presentation. Recommendations must be submitted through the President of USUHS. Authority for USUHS concurrence rests with the President, USUHS.

d. USUHS Distinguished Service Award. This award consists of a gold medal and citation signed by the Chairperson, BOR. This the highest honor by which USUHS can recognize civilian and military contributions to USUHS. It is awarded to persons who have distinguished themselves by exceptional devotion to duty and

extremely significant contributions of a broad scope to the USUHS.

Recommendations for the USUHS Distinguished Service Award may be made at any time, and narrative descriptions must be submitted by the department chair or activity head to the Director, CHR. The Director, CHR will transmit the recommendations to the President, USUHS who will attach his/her recommendations prior to consideration by the BOR.

e. USUHS Exceptional Service Award. This award consists of a silver medal and citation signed by the Chairperson of the Board of Regents. This is the second highest award available with which to recognize civilian and military contributions to USUHS. The award may be given to persons who have distinguished themselves by exceptionally meritorious service which is of major significance to USUHS, but is not broad enough in scope to merit the USUHS Distinguished Service Award.

Narrative justification for the nomination must be submitted by the department chair or activity head in the same manner as for the USUHS Distinguished Service Award.

f. USUHS Outstanding Service Award. This award consists of a bronze medal and citation signed by the President, USUHS. This is the

third highest USUHS award. This award may be presented to persons who have distinguished themselves by outstanding service to USUHS, but not of such scope as to warrant the USUHS Exceptional Service Medal. Narrative justification for the nomination must be submitted by the department chair or activity head in the same manner as for the USUHS Distinguished Service Award.

g. USUHS Commendable Service Award. This award consists of a copper medal and citation signed by the President, USUHS. This is the fourth highest award available for presentation by USUHS. This award may be used to recognize contributions to USUHS which are significant but not of such scope as to warrant the award of the USUHS Outstanding Service Medal.

h. USUHS Achievement Award. This award consists of a medal and citation signed by the President, USUHS. This is the fifth highest award available for presentation by USUHS. This award may be granted in recognition of a specific achievement and may be approved by the President, the Vice-President, or the Commandant.

i. USUHS Certificate of Appreciation. This certificate is designed to provide honorary recognition of contributions to the

operation of USUHS. This award consists of a certificate signed by the President, USUHS, upon the recommendation of the chairperson of a department or activity head, and the Dean, School of Medicine. Nominations for this award will be submitted to the Director, CHR. Nominations will be in narrative form suitable for use in a cover letter to go with the certificate.

j. USUHS Equal Opportunity Achievement Award.

(1) Description of award. This award is to recognize individuals or groups employed by USUHS who have made outstanding contributions to Federal and non-Federal activities which promote equal opportunity. Supervisors are responsible for nominating employees under their direction who qualify for this award. Some examples of achievement which may merit recognition are:

(a) Promotion of and/or participation in skills development activities and on-the-job training to qualify minority group members and women for higher level positions.

(b) Creating new job opportunities for the under utilized and disadvantaged.

(c) Providing outstanding leadership in the development and implementation of an EEO program.

(d) Participation in activities within or outside of USUHS which

foster equal opportunity in Government and which have achieved positive results.

(2) Nominating Procedures. All nominations must be submitted to the EEO Office in the form of a memorandum including justification for the award.

k. Length of Service Award. Civilian employees of the USUHS who complete 5, 10, 15, 20, 25, 30, 40, or 50 years of satisfactory Federal service will be awarded a length of service award. Normally, all Federal civilian and military service will be creditable toward eligibility for a length of service emblem, provided the final year of creditable service has been as a civilian employee of USUHS. The CHR will identify those employees who are eligible for length of service recognition and forward the certificate and length of service pin to the department chairperson for presentation.

l. Non-Government Awards.

(1) At various times during the year, outstanding civilian employees of the Federal Government may be nominated for awards sponsored by non-Government organizations. Such awards are presented at irregular intervals and competition is open to all Government employees in particular fields. Information concerning these awards will be

disseminated by the CHR as received.

(2) Information on the format for nominations and dates of submission for the above awards may be obtained from the CHR.

K. Junior and Senior Employees of the Quarter, and Junior and Senior Employees of the Year Awards.

1. Description of Awards.

a. Junior and Senior Employees (Quarter). Each awardee will receive a \$250.00 U. S. Saving Bond, exclusive use of a designated parking space for three months, and a feature article, with photograph, in the FYI.

b. Junior and Senior Employees (Year). Each awardee will receive a \$1,000.00 U. S. Saving Bond and a feature article, with photograph, in the FYI.

2. Eligibility.

a. Employees in both the competitive and the excepted services who are in a non-supervisory position employed in grades GS-7 or WG-7 and below are eligible for Junior Employee Awards.

b. Employees in both the competitive and the excepted services who are in a non-supervisory position employed in

grades GS-8 or WG-8 or above are eligible for Senior Employee Awards.

3. Criteria.

a. Nominees for the University Employees of the Quarter awards must:

(1) Have been employed at USUHS for 12 months or more.

(2) Have received an overall performance rating of Highly Successful or higher on the most recent annual performance rating; and

(3) Not have been selected as University Junior or Senior Employee of the Quarter for the two-year period immediately preceding consideration for the award.

b. Nominees for the Junior and Senior Employees of the Year will be selected from the preceding year's Junior and Senior Employees of the Quarter recipients who meet the criteria listed in paragraph 3.a. above.

4. Nominating Procedures.

a. Junior and Senior Employees of the Quarter:

(1) On February 1, May 1, August 1, and November 1 of each year, the Recorder will transmit a memorandum to all employees announcing this award and invite

nominations.

(2) Any employee may nominate eligible employees; however, an employee may not nominate himself/herself.

(3) All nominations must be submitted through the nominated employee's chain of command so that it reaches the Recorder no later than March 1, June 1, September 1, or December 1. The nomination letter will follow the format shown at *Enclosure 9*. Nomination letters which are unsigned will not be considered.

(4) The Recorder will prepare copies of the nominations and submit them to the Board by March 8, June 8, September 8, or December 8.

(5) The employee selected for the awards will be notified of his/her selection by telephone as soon as possible after the selection has been made. All other employees considered by the Board will be notified by letter.

b. Junior and Senior Employee of the Year.

(1) The Chairperson will convene a meeting of the Board no later than January 15 to discuss these awards and to consider the continuing eligibility of Junior and Senior Employees of the Quarter selected during the preceding year. The Board, at its discretion, may interview each of the candidates still

eligible for the awards.

(2) Immediate supervisors must verify the continued eligibility based upon the current performance and conduct with written justification.

(3) The selection process will be determined by the Board and a selection will be made each year by January 31.

CHAPTER 451. INCENTIVE AWARDS

Table 1b. Quick Guide for Calculating Awards Based on Tangible Benefits

<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000**
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200	* Awards over \$10,000 require the approval of the Office of Personnel Management.	
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450	** Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.	
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200*		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

Appendix C. Determining Award Amounts

Table 2. Scale of Awards Based on Intangible Benefits

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
MODERATE VALUE — Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25-100 (compare w/\$250-1,000 tangible benefits)	\$100-250 (compare w/\$1,000-2,500 tangible benefits)	\$250-500	\$500-1,000
SUBSTANTIAL VALUE — Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$100-250 (compare w/\$1,000-2,500 tangible benefits)	\$250-500 (compare w/\$2,500-5,000 tangible benefits)	\$500-1,000 (compare w/\$10,000-60,000 tangible benefits)	\$1,000-2,500
HIGH VALUE —Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250-500	\$500-1,000 (compare w/\$5,000-10,000 tangible benefits)	\$1,000-2,500 (compare w/\$10,000-60,000 tangible benefits)	\$2,500-5,000 (compare w/\$30,000-1,300,000 tangible benefits)
EXCEPTIONAL VALUE — Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1,000	\$1,000-2,500	\$2,500-5,000 (compare w/\$50,000-300,000 tangible benefits)	\$5,000-10,000 (compare w/\$30,000-1,300,000 tangible benefits)

(1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$250 or an agency-determined minimum. The minimum award for intangible benefits should require a comparably high standard.

(2) Contributions recognized by cash awards based on intangible benefits must be comparable, in value to the Government, with those based on tangible ben-

efits. Comparisons are shown, in parenthesis, below the award amounts in table 2.

(3) When a contribution has both tangible benefits and intangible benefits, the amount of award is based on the total value of the contribution to the Government, i.e. a combination of the award amount based on tangible and the award amount based on intangible benefits.

EMPLOYEE SUGGESTION

(Complete Parts 1, 2 and 3)

Optional Form 303 (5-85)
U.S. Office of Personnel Management
FPM Chapter 451

PART 1—Official Suggestion Registration (Complete Items 1-10)		1. Date Suggestion Submitted	CONTROL NO. (Do Not Use)
Suggestion/Awards Coordinator at Your Local Level		2. Title of Suggestion	
		4. Suggester's Office Address (Include Department or Agency)	
3. Suggester's Name (Last, First, MI—Print or Type)		9. Name of Supervisor (If Consulted)	
5. Position Title	6. Grade (or Salary)		
7. Organizational Unit	8. Office Phone		
10. CERTIFICATION —I understand that this suggestion may be granted an award only if adopted by the Government, by written notification or through practical application of the idea as a result of the suggestion within two years of the date of the final action on the suggestion as defined in the agency plan. I also agree that the use of this suggestion by the United States shall not form the basis for a claim of any nature upon the United States by me, my heirs, or assigns.		DO YOU DESIRE YOUR SUGGESTION TO BE PROCESSED ANONYMOUSLY? <input type="checkbox"/> YES <input type="checkbox"/> NO Employee's Signature	

Part 1

PART 2—Acknowledgment of Employee Suggestion (Complete Items 1 and 2)		CONTROL NO. (Do Not Use)
1. Title of Suggestion		<i>This acknowledges receipt of your suggestion. You will be notified when action is completed.</i>
2. Suggester's Name and Office Address		
		3. Expected Action Date
		4. Signature—Incentive Awards Program Coordinator
		5. Date of Acknowledgement

Part 2

PART 3—Suggestion Description <i>(complete Items 1-6 Continue on Reverse if Necessary)</i>	1. Date Suggestion Submitted	CONTROL NO. <i>(Do Not Use)</i>
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2. Title of Suggestion

3. Describe Present Procedures or Conditions

4. Explain Your Suggestion *(How will it work? What will it do? Where can it be used?)*

5. State Benefits to the Government *(Show savings where possible)*

6. Indicate Other Areas *(if any)* That May Benefit From This Suggestion

**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
CIVILIAN INCENTIVE AWARD NOMINATION FORM**

1. Name (Last, First, MI):		2. Position Title:		3. Grade/Step:	
4. SSAN:		5. Department:		6. Salary:	
7. Type of Award (Monetary/Honorary):			8. Period Covered by Recommendation: From: To:		
9. MONETARY AWARD <input type="checkbox"/> Quality Step Increase (GS only) <input type="checkbox"/> Performance Award <input type="checkbox"/> On-The-Spot Award <input type="checkbox"/> Superior Accomplishment Award/ Special Act Award Amount of Award (Performance/Superior Accomplishment /Special Act) \$ _____ Date of Last Monetary Award (if any): _____			10. HONORARY AWARDS Title of Award: _____ 11. APPROVALS FMG <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED INITIALS : _____ DATE: _____ 12. CHR USE ONLY DATE IN: _____ DATE RETURNED: _____ DATE TO APPROVING OFFICIAL: _____ EFFECTIVE DATE: _____		
13. PLEASE ATTACH JUSTIFICATION FOR AWARD TO THIS FORM: A. For QSIs, the nominee's current rating of record must be at level 5, Outstanding. B. Superior Accomplishment Award justification must include contributions made which clearly benefits the University or the Federal Government. C. Honorary Awards must include narrative justification as required by the specific award.					
Name and Title of Recommending Official:		Signature:		Date:	
Name and Title of Reviewing Official:		Signature:		Date:	
Name and Title of Approving Official:		Signature:		Date:	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					

Attachment 2 to FPM Letter 451-10

TIME-OFF AWARDS PROGRAM

NAME OF Awardee (Last, First, Middle Initial)		EMPLOYEE NUMBER	DATE (Month/Day/Year)
GEOGRAPHICAL CODE	NATURE OF ACTION CODE/ LEGAL AUTHORITY CODE (for SF 50 processing) 872/V3E		NUMBER OF HOURS OF TIME-OFF GRANTED
AWARDED BY (Name and Title)		DATE (Month/Day/Year)	
APPROVED BY (Name and Title)		DATE (Month/Day/Year)	
TIME-OFF AWARD MUST BE USED BY _____ (not later than 1 year after date of approval)			

REASON FOR AWARD

Summary statement explaining how the employee met one or more of the criteria for a time-off award.

TIME-OFF AWARDS PROGRAM

_____ hours of time-off without charge
to leave or loss of pay are granted to

_____ in recognition of your exceptional
efforts that have improved the quality,
efficiency, or economy of Government
operations or services to the public.

Attachment 1 to FPM Letter 451-10

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization

Number of Hours

Moderate:

1 to 10

- (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.
- (2) Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

- (1) An important contribution to the value of a product, activity, program, or service to the public.
- (2) Significant change or modification of operating principles or procedures.

High:

21 to 30

- (1) A highly significant contribution to the value of a product, activity, program, or service to the public.
- (2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

31 to 40

- (1) A superior contribution to the quality of a critical product, activity, program, or service to the public.
- (2) Initiation of a new principle or major procedure, with significant impact.



Enclosure 9

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799



UNIVERSITY JUNIOR AND SENIOR EMPLOYEES OF THE QUARTER

Nomination Outline

(date)

MEMORANDUM FOR THE CIVILIAN HUMAN RESOURCE MANAGEMENT DIRECTORATE,
EMPLOYEE OF THE QUARTER SELECTION BOARD
Through: (Nominee's Department or Activity Supervisor)

SUBJECT: Nomination for University Junior and Senior Employee of the
Quarter

In accordance with USUHS Instruction 1433, I nominate the following
employee for University Junior or Senior Employee of the Quarter:

- a. Name:
- b. Department/Activity/Division:
- c. Title and Grade:
- d. Length of Time in the Department/Activity:

I base my nomination of this employee's commitment to excellence of
service to the University community. This commitment has been
demonstrated by (summary of accomplishments on which the nomination is
based).

Signature (REQUIRED)
Department/Activity

